

DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
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## RECORDS RETENTION AND DISPOSAL SCHEDULE

MOTOR VEHICLE ADMINISTRATION		Field Operations
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p>The following documents are created or received by each regional office with copies routinely supplied to various sections of Motor Vehicle Administration Headquarters. The headquarters' copies are considered the record copies, retention of which is governed by the appropriate records retention schedules:</p> <p>VR 40 Address Request From Lien Holder VR 56 Lien Letter Request VR 122 Tag Return VR 114 Cash Receipts VR 117 Cashier Daily Statement VR 206 7-Day Temporary Registration VR 212 Salvage Certificate Transmittal VR 220 Batch Slip-Source Document VR 247 Metal License Plate To Be Destroyed VR 250 Application For 30-Day Registration Permit VR 307 Title Mail Return Sheet FS 106 Daily Statement of Tags FS 107 Cashier Reconciliation FO 2 Regional Office Request Form, Combined 5-10 FO 9 Tag Sticker Report FO 66 Deposit Slip DR 104 Transmittal Sheet of Photograph Driver License DA 36 Stock Requisition Form DA 48 Inventory Statement DI 43 Application for Duplicate and Renewal License DI 57 Application for Certified Copy DI 58 Request to View Driving Record DI 62 Accountability of Certified Copies DL 30 Daily Deposit Work and Voids DL 34 County Examinations DL 43 Application Fees Credited by Voucher DL 77 Relative to Your Inquiry DL 103 Camera Operator's Log Sheet DL 104 Daily Film Reconciliation Monthly Performance Report Film Control Report</p>	Retain regional office copies for one (1) year, then destroy.

Schedule Approved by Department,  
Agency, or Division RepresentativeSchedule Authorized by  
Hall of Records Commission4/6/79

Date

Clifton E. Rubin

Signature

Director, Wisconsin  
Field Services

Title

Date

State Archivist

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Item No.	Description	Retention
2.	<p>The following records are created and/or maintained by the regional offices. Copies are not sent to Motor Vehicle Administration Headquarters:</p> <p>VR 114 Cash Receipts VR 205 Transmittal Sheets VR 254 Transmittal Sheets - 7 day DL 32 Daily Examinations Statement of Monies Deposited Cashier Reports: Accountability of Monies Sent to Bank Title Numbers Issued Record Book of Temporary Licenses Issued Log Books: Accountability of Monies Sent to Bank Title Numbers Issued</p> <p>3. Accounting Records:</p> <p>The provisions of this section apply to those standard state accounting forms not specifically mentioned in the first two items of this retention schedule as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>A. <u>General Accounting Records</u></p> <p>Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p> <p>B. <u>Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors</p> <p>Books of Final Entry - General Ledgers</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain record books and log books for three (3) years after completion, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for ten (10) years, then destroy.</p> <p>Retain permanently.</p> <p>Retain permanently.</p>

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Item No.	Description	Retention
	<p><u>C. Budget and Fiscal Planning Records</u></p> <p>Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action</p>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	<p><u>D. Payroll Accounting Records</u></p> <p>Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants</p>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	<p><u>E. Miscellaneous Accounting Records</u></p> <p>Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State and Federal)</p>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	<p><u>F. Purchasing Records</u></p> <p>Actual Emergency and Repairs Report Copy of Contract Awarded Credit Memorandum Notice of Award of Contract Out-of-Schedule Requisition for Supplies Purchase Order Report of Partial Delivery Requisition for Supplies (also Agency Interoffice Requisitions)</p>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

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Item No.	Description	Retention
4.	<p>Administrative Correspondence File:</p> <p>Correspondence sent or received, statistical data, reports, memoranda, etc. which reflect the routine operations of the office.</p>	<p>Retain for three (3) years, then destroy.</p>
5.	<p>Personnel Files:</p> <p>Individual employee folders containing appointment forms, resumes, correspondence relating to personnel policies and practices, change of status cards, applications for employment, leave records, copies of retirement system forms, employee efficiency rating forms, copies of Certification of Eligibles, etc. The basic information found in these files can be reproduced from the history cards maintained by the State Department of Personnel.</p>	<p>Retain for three (3) years after employee separation or retirement, then destroy.</p>